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OFFICE OF TRAINING

NOTICE
NO. 4-66

7 March 1966

SUBJECT: Organization of the Director of Training's Headquarters Office

1. Upon the transfer to our present Glebe Road Building, the Office of Training retained certain facilities in Headquarters Building. These facilities were necessary to the effective coordination of training requirements and other training responsibilities. During the past two years the facilities of this Headquarters office have been used to a greater or lesser extent by all CTR schools and staffs. It has become apparent that the effective support of the various schools and staffs now requires a more formal organizational structure.

2. Effective with the publication of this Notice the Chief, Covert Training, will be the responsible officer for all training business pertaining to the Director of Training's Headquarters office. In addition to his regular functions pertaining to the Operations School these responsibilities will include support to the Director of Training, support to the Intelligence School, support to the Faculty Advisor to the NIS/FSI, management of conference room, 1 D 1601, and other residual assignments which may be handled by this Office due to its location. It is requested that all future work, space, facilities, or other support requests to this office be coordinated with the Chief, Covert Training, [redacted] He will 25X1A
25X1A determine which of his two assistants, [redacted] or [redacted] will respond to such requests. 25X1A

[redacted] 25X1A
John Richardson
Director of Training

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